

PART A – POLICY AND PROCEDURE

CHAPTER 6 – BIDDING THROUGH DCC PLAN ROOM

1.0 General Information

- 1.1. The requirements of this chapter shall apply to all projects bidding through DCC Plan room. Reference Part A - Chapter 3 for Capital Improvement Projects required to bid through DCC Plan room.
- 1.2. For a project to be released to bid through DCC plan room, the following must be submitted and accepted by DCC:
 - 1.2.1. Code footprint (if applicable) – Reference Part A – Chapter 4 for requirements
 - 1.2.2. Construction Separation and temporary egress plans (if applicable) – Reference Part A – Chapter 4 for requirements
 - 1.2.3. Bid Document Deliverables – Reference this chapter section 5.0.
- 1.3. The bid date will be advertised in the [Kansas Register](#), at www.da.ks.gov/fp/ and on the on-line plan room at <http://kansasdfm.contractorsplanroom.com/secure/>.
- 1.4. Significant problems that arise less than ten (10) calendar days prior to the bid date shall be brought to the attention of the Owner and DCC, and may result in the postponing of the bid date.
- 1.5. DCC contracts with an electronic plan room, for plan distribution on Capital Improvement Projects, unless otherwise designated. The link to the on-line plan room can be found to the right of “Job/Project List” at www.da.ks.gov/fp/ or by selecting the yellow On-Line Plan Room button.
 - 1.5.1. Access to the plan room site is free as long as registration is completed from the DCC link or at <http://kansasdfm.contractorsplanroom.com/secure/>. Click on the tab “Register Now!” located on the left side of the screen.
 - 1.5.2. At their expense, interested bidders may download the documents to their computer, print them on their printers or plotters, or may order prints from a printer. There is a fee of \$7.50 from IDT to bundle and send to a printer (this occurs if you select the “Order” button on the IDT website). This is not the printing cost. The printer assesses the printing charges when the Contractor orders the prints.
 - 1.5.3. Contractors, subcontractors and suppliers are responsible for understanding the scope of the work involved in these documents and for obtaining the appropriate drawing sheets and specification sections for their work.

2.0 Project Architect's/Engineer's Responsibilities

- 2.1. Submit bid document deliverables as outlined in this chapter and in Part A – Chapter 4.
- 2.2. Correct and re-send files that cannot be uploaded due to format, errors or file naming.
- 2.3. Complete the DCC e-mail request for pre-bid information and document distribution. The Project Architect/Engineer to coordinate if pre-bid is required and if pre-bid is mandatory and if required, will coordinate with the Owner the date, time and location for the pre-bid. The pre-bid conference will be at least 10 calendar days prior to the bid date.

- 2.4. The Project Architect/Engineer shall chair the pre-bid conference, referencing the sample Form 320 - Pre-Bid Agenda, available at <http://www.da.ks.gov/fp/manual.htm#PlanningForms>.

- 2.4.1. The Project Architect/Engineer shall include the relevant consultants at the pre-bid conference, present a description of work, answer questions, and participate in a walk-through of the project site, if necessitated by the project scope.

- 2.5. Prepare all technical addenda regarding interpretations, clarifications, and approved substitutions.
- 2.6. Evaluate requests for substitutions following process outlined specifications Document D – General Conditions of the Contract.

- 2.6.1. Approved substitutions will be made via addenda. The Project Architect/Engineer will notify the submitting firm of substitution requests that are not approved.

3.0 Design, Construction & Compliance Responsibilities

- 3.1. Will review construction documents and release the project to bid when documents are found acceptable.
- 3.2. Will set the bid date in consultation with the Owner.
- 3.3. Will prepare specification cover(s), specification Documents A through I, Section 01 0000, will edit Project Architect/Engineers provided table of contents and combine with page(s) of each discipline's seal, the Project Architect/Engineer's edited Division I sections and the Project Architect/Engineers technical specifications. Reference Section 5.0 of this chapter for additional submittal information.
- 3.4. Will upload (post) all of the bid document files to the electronic plan room.
- 3.5. Will coordinate the printing and distribution of bid documents provided for the project team and Owner.
- 3.6. Will coordinate the printing and distribution of up to ten (10) sets of bid documents for the successful bidder.
- 3.7. Will provide first addendum. The addendum will include standard DCC information and pre-bid notification if applicable.
- 3.8. Will proof and edit the format of all addenda provided by the Project Architect/Engineer.
- 3.9. Coordinate with Owner and Office of Procurement and Contracts to determine revised bid date if applicable.

4.0 Owner Responsibilities

- 4.1. Owner is to provide notification that the Capital Improvement Project is being submitted for bidding through DCC plan room. The notification is to be in writing with bid document deliverables or by e-mail if Project Architect/Engineer will be submitting bid document deliverables.
- 4.2. Owner shall identify and specify the procedures on a separate sheet and shall provide all documents, forms and information to be included in the specification manual, when a project's funding source (i.e. federal funds) requires additional or non-standard procedures and/or forms beyond State of Kansas requirements.

- 4.3. Owner will pay the cost to post documents to the electronic plan room.
- 4.4. The Owner will pay the costs to print and distribute bid documents including addenda for use by the Owner, design team and DCC.
- 4.5. The Owner will pay for costs to print and distribute up to ten (10) sets of bid documents for use by the Contractor during construction.

5.0 Bid Document Deliverables

- 5.1. DCC will check the bid document deliverables utilizing Form 300 - Bid Document Deliverable Checklist at www.da.ks.gov/fp/.
- 5.2. General Bid Document Deliverables Items
 - 5.2.1. Bid document deliverable include drawings on vellum or Mylar® and a CD/DVD with PDF drawings and PDF specifications with table of contents in word format.
 - 5.2.1.1. For projects for the Kansas Board of Regents, the vellum or Mylar® to be sent directly to the institution, with a copy of the transmittal sent to DCC to verify delivery.
 - 5.2.2. The CD/DVD shall have a folder for drawings and a folder for specifications. The CD/DVD shall have a permanently affixed label. The label shall include the DCC project number, project title, document submittal date, firm name, file format, and be labeled Bid Document Deliverables. Hand lettering directly onto CD/DVD or onto applied label will NOT be accepted. A properly labeled CD/DVD will be required before project can be posted to DCC electronic plan room.
 - 5.2.3. The CD/DVD is used for posting on the electronic plan room and archiving at DCC.
 - 5.2.4. A completed Form 305 - Specification Front End Data shall be submitted and may be on a paper copy or a PDF on the CD/DVD.
 - 5.2.4.1. Alternates and Unit Prices shall be summarized by the Project Architect/Engineer for use on Document C – Form of Bid. Descriptions for the alternates on the bid form shall match the descriptions provided by the Project Architect/Engineer in Division 1.
 - 5.2.4.2. When used, full descriptions of alternates, unit prices and allowances shall be included in the Project Architect/Engineer's Division 1 section.
 - 5.2.4.3. Alternates and unit prices shall be designated with whole numbers, without subsets. (Example: Alt. 1, Alt. 2, Alt. 3, etc.)
 - 5.2.4.4. When a project's funding source (i.e. federal funds) requires additional or non-standard procedures and/or forms beyond State of Kansas requirements, include the information provided by Owner.
 - 5.2.5. The project title shall be written in the following order: agency abbreviation, building name and a title of work. (Example: KDOT Horton Subarea Shop HVAC Upgrade.)
 - 5.2.6. All drawings shall comply with the current United States National CAD Standard as published by the National Institute of Building Sciences, unless otherwise modified by the requirements in this manual. Additional information is available at <http://www.buildingsmartalliance.org/index.php/ncs>.

- 5.2.7. Drawing formatting shall be as follows:
- 5.2.7.1. Drawing space on each drawing sheet shall be used efficiently, limiting white or blank spaces.
 - 5.2.7.2. Text Fonts used on drawings should be “sans serif” for readability.
 - 5.2.7.3. For drawings 24” x 36” or larger, the minimum plotted text size for general notes not associated with a drawing shall be minimum 1/8”. All scalable text (text not part of an AutoCAD symbol) on these drawings shall be a minimum of 3/32” plotted at full size.
 - 5.2.7.4. All text and line weights at full size shall be legible and readable at half size reduction. Lightweight fonts for dimensions are discouraged.
 - 5.2.7.5. Each drawing sheet, including the cover sheet, will have a title block, as shown on the DCC Form 112 Standard Titleblock available at <http://www.da.ks.gov/fp/manual.htm#PlanningForms>,
 - 5.2.7.6. The title block on the 24” x 36” sheet should be a minimum of 2” wide and contain the information indicated on the Graphic Sample.
 - 5.2.7.7. The lower 12-inch section of the title block is reserved for the state’s project information.
 - 5.2.7.8. The upper half of the title block shall contain all firm and consultant information, logos and seals. No firm information should be outside the title block. Each drawing sheet shall contain the appropriate discipline’s seal, signed and dated across the seal.
 - 5.2.7.9. All floor plans, including demolition, architectural, structural framing, mechanical and electrical plans shall be oriented the same direction, preferably oriented with a north arrow pointing to the top of the page, and shall have both a numeric scale and a graphic scale.
 - 5.2.7.10. All building floor plans, i.e. architectural, reflected ceiling, roof, structural, mechanical, plumbing, electrical, lighting, fire suppression, shall be drawn to a scale of not less than one-eighth inch per foot. Floor plans of buildings less than 100 feet in length should be drawn at a scale of one-fourth inch per foot. Regardless of scale, all plans shall be the same scale, except site plans, enlarged plans and details.
 - 5.2.7.11. Each plan, detail and drawing shown on the documents shall be drawn accurately, and have the appropriate title and scale indicated.
 - 5.2.7.12. Each discipline shall provide a legend, using symbols and notations standard to the industry, indicating each symbol's meaning, and shall be located on the first sheet of each discipline’s individual set of plans.
- 5.2.8. Technical specifications shall be project specific and edited from the current edition of a guide specification similar to Arcom’s MasterSpec or BSD’s SpecLink-E, using the CSI Master Format section, numbering and outline formats for the 49 Division, 6-digit section number format.
- 5.2.9. Technical specifications formatting shall be as follows and shall match DCC format.

- 5.2.9.1. Each page shall have a single column format with 0.75" margins on both the right and left sides. Top and bottom margins shall be 1/2" maximum.
- 5.2.9.2. Each page shall have the DCC project number, specification section number and a page number.
- 5.2.9.3. Fonts shall be Arial or Helvetica fonts at 10pt.
- 5.2.9.4. Project titles used in the Header/Footer shall match the project titles in the drawing title block.
- 5.2.10. Indexes if provided in Division 1 specifications shall be identical to index on drawing cover sheet and shall match the titles provided on the drawing title blocks.
- 5.3. Electronic Format Items – Drawings
 - 5.3.1. Final drawings shall be submitted with each drawing sheet as a separate PDF document at a 300 dpi minimum resolution. PDF files shall not be saved as portfolio or in layers and shall be condensed (flattened) or optimized and saved as "Page Only".
 - 5.3.2. Drawing file titles with a 3-digit numerical prefix (beginning with 001), the sheet number and a brief description of the sheet content. Drawing files are to be titled in the numerical order that the Project Architect/Engineer intends the drawing set to be displayed.
 - 5.3.3. The following is an example of the titles for drawing files.
 - 001-1.0-Cover Sheet
 - 002-C.1-Civil Site Plan
 - 003-A.1-Floor Plan
 - 005-Etc.
 - 5.3.4. A professional seal with signature and date shall be readable at the intended size of the drawing. Electronic signatures are recognized by the Kansas State Board of Technical Professions. Specific regulations and standards are available at <http://www.kansas.gov/ksbtp/seals.html>.
- 5.4. Electrical Format Items – Specifications
 - 5.4.1. Project Architect/Engineer is responsible to provide the following specification items on the CD/DVD.
 - 5.4.1.1. Table of contents
 - 5.4.1.2. PDF page(s) of each discipline's seal
 - 5.4.1.3. Project Architect/Engineer's edited Division I additional sections
 - 5.4.1.4. Project Architect/Engineers technical specifications
 - 5.4.1.5. Technical reports, legal descriptions, documents, records and/or papers prepared by the design team for the project
 - 5.4.1.6. Special/non-standard project procedures and forms required for funding or administrative recordkeeping.
 - 5.4.2. Each technical specification Division with applicable Sections shall be bundled as one (1) PDF file per specification Division except as follows:
 - 5.4.2.1. Division 1 sections, edited and formatted as supplements to DCC Documents A-I and DCC Division 1, shall be submitted in .DOC/.DOCX format.

- 5.4.2.2. The PDF for each Division shall be named according to the CSI Masterformat naming conventions.
- 5.4.2.3. All technical reports, legal descriptions, documents, records and/or papers prepared by the design team for the project shall be provided in PDF format and located in the table of contents.
- 5.4.3. Titles for each specification file and all other information files shall include a 3-digit numerical prefix and title.
 - 5.4.3.1. Each specification file created by the Project Architect/Engineer shall be numbered in the order the Project Architect/Engineer intends the information to be displayed. 001 and 004 are reserved for DCC use.
 - 5.4.3.2. The following is an example of the titles for specification files.
 - 001-Cover (reserved for DCC & not provided by Project Architect/Engineer)
 - 002-Professional Seal(s) (save as one PDF)
 - 003-Table of Contents (DOC/DOCX format)
 - 004-Frontend Documents A-I (reserved for DCC)
 - 005-Division-01 General-Requirement Project Architect/Engineer Division 01 sections shall be submitted in PDF)
 - 006-Division-XX (Divisions as applicable to the project)
 - 007-Etc.
 - 5.4.3.3. If the electronic files need to be revised, e-mails of revised files will not be accepted. A new CD/DVD shall be submitted and is to include all electronic files in the complete bid document set. The label on the CD/DVD shall be dated with the date the CD/DVD was created.
- 5.4.4. Provide a completed Table of Contents prepared in DOC/DOCX format, using Form 307 - Specification Table of Contents. This form may be located at <http://www.da.ks.gov/fp/manual.htm#PlanningForms>. This form template shall not be reformatted by Project Architect/Engineer. The Project Architect/Engineer is to complete the following items on the template.
 - 5.4.4.1. Project Architect/Engineer Division 1 additional sections.
 - 5.4.4.2. Project Architect/Engineer technical specifications.
 - 5.4.4.3. All technical reports, legal descriptions, documents, records per 5.4.2.2.
 - 5.4.4.4. Any specification Divisions not used shall be formatted as "DIVISION 6 & 7 NOT USED" or "DIVISION 35 THROUGH 49 NOT USED".
 - 5.4.4.5. Page numbers formatted as shown on the template.

6.0 Addenda

- 6.1. DCC will review all addenda, work with the Project Architect/Engineer to correct any problems and once approved will upload to the electronic plan room and print and distribute all addenda to the Owner, design team and DCC.
- 6.2. Except for the first addendum (which is prepared by DCC), addenda shall be written by the Project Architect/Engineer in electronic DOC/DOCX and e-mailed as directed on Form 315 – Addendum found at <http://www.da.ks.gov/fp/manual.htm#PlanningForms>.
- 6.3. Pre-bid conference shall be scheduled by Project architect/engineer and coordinated with the agency and information shall be provided to DCC for inclusion in the first addendum.

- 6.3.1. Pre-bid addendum shall be scheduled after advertisement in the Kansas Register and at least 10 days prior to bid opening.
- 6.3.2. *Project architect/engineer to chair the prebid conference. A Pre-bid Conference Agenda Form 320 is available at <http://www.da.ks.gov/fp/manual.htm#PlanningForms>.*
- 6.4. When a pre-bid conference is listed on the addenda as mandatory, Procurement and Contracts will not open the bids of anyone who did not attend the pre-bid.
- 6.5. Addenda for printed set of bid documents will be organized as follows:
 - 6.5.1. Addendum form (printed in pink,)
 - 6.5.2. New bid form, if required (different color than the original bid form),
 - 6.5.3. Specifications either white, green or yellow (depending on discipline),
 - 6.5.4. Drawing sheets (white).
- 6.6. Submit applicable documents to DCC for addenda via e-mail as follows:
 - 6.6.1. The addendum form provided in DOC/DOCX and all attachments in PDF. Due to restrictions on the computer security system, **no** .ZIP files can be received.
 - 6.6.2. The sign-in sheet from the pre-bid conference will be reproduced in the original handwritten form. Typed versions of this document will not be published.
 - 6.6.3. All drawings shall be on the same sized paper with the same title block and same information required in the title block as the original posted construction documents.
 - 6.6.4. Any drawing larger than 11" x 17" shall be sent to DCC on vellum / Mylar® properly sealed, signed and dated and properly identified by addendum number.
 - 6.6.4.1. For projects for the Kansas Board of Regents, the vellum or Mylar® to be sent directly to the institution, with a copy of the transmittal sent to OFPM to verify delivery.
 - 6.5.5 All drawing attachments shall be sealed, signed and dated by the project architect/engineer.
- 6.7. DCC reserves the right to correct formatting and reorganize the addendum and any related attachments to allow ease of uploading and/or printing.
- 6.8. The Project Architect/Engineer is required to deliver the final addendum by 10:00 am, five (5) business days prior to the bid date for review, formatting, and uploading.
 - 6.8.1.1. Any addendum received after the above deadline may require postponement of the bid date.
- 6.9. Addendum language for projects being **revised** for rebidding shall give a brief description of the changes with sufficient detail to inform the bidders what was revised. Revised bid document deliverables may be required. The DCC project number will be modified to include REV after the project number (i.e. A-012001REV).

7.0 Opening and Review of Bids

- 7.1. Procurement and Contracts is responsible for opening and reviewing bids for each project.
- 7.2. The bid tabulations are posted at <http://www.da.ks.gov/fp/bidtab/default.asp>, uploaded to the on-line plan room and forwarded to the Owner and the Project Architect/Engineer for their review.
- 7.3. If the bid is within the amount of funds allocated for the construction of the project, the Project Architect/Engineer will make a recommendation to the Owner regarding the lowest responsible bidder.
- 7.4. When the Owner accepts the lowest responsible bidder, DCC will send an Advice of Award of contract to the Procurement and Contracts for further processing.
- 7.5. If the Owner accepts add alternates which changes the lowest responsible bidder's major subcontractor(s) listed on the bid form, the lowest responsible bidder is required to provide the name and address of the major subcontractor(s), which are changed.
- 7.6. If the state agency does **not** intend to award a construction contract, DCC will announce the agency's decision at <http://www.da.ks.gov/fp/bidtab/default.asp>.
- 7.7. If no bids are received for the project, DCC will send a letter to the Owner requesting further comment from the agency.
- 7.8. If the state offices in Topeka/Shawnee County should be closed due to inclement weather or any other unforeseen condition and we have a project scheduled to bid, all bid openings will be canceled.
 - 7.8.1. The revised bid date will be published when we return to the office and will be issued via an addenda.
 - 7.8.2. To find information on state office closings, refer to local media sites. (www.wibw.com and www.kansasfirstnews.com)

8.0 Award and Signing of the Construction Contract

- 8.1. Procurement and Contracts will issue unsigned construction contracts for the project to the Contractor, state agency and DCC, which are to be signed and returned to Procurement and Contracts.
 - 8.1.1. The Contractor will return signed contracts to Procurement and Contracts along with the following:
 - 8.1.1.1. Proof of workers' compensation insurance, comprehensive general liability and automobile liability in the required amounts
 - 8.1.1.2. Builder's risk insurance for new construction (or an all-risk installation floater for renovations)
 - 8.1.1.3. Performance bond (Specification Document G);
 - 8.1.1.4. Public works bond (Specification Document H) in an amount equal to the contract price,
 - 8.1.1.5. County bond receipt.

- 8.2. Procurement and Contracts works with the state agency to complete the purchase order and finalize the contract. The state agency forwards the final contract to the Contractor.

9.0 Notice to Proceed

- 9.1. When DCC receives copies of the signed contracts from Procurement and Contracts, DCC will write Form 440 - Notice to Proceed for contract time to start the next day in accordance with the construction contract stipulations.
- 9.2. If the Owner wants to issue the Notice to Proceed prior to the full execution of the construction contract, the Owner must submit a request to Procurement and Contracts. This request shall be for verification that Procurement and Contracts have received Contractor insurance documents and Contractor signed construction contract. After Procurement and Contracts has provided written verification and approval to the Owner, the Owner will forward this written approval to DCC. The Notice to Proceed can then be issued by DCC.

END OF CHAPTER